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INSTRUCTIONS FOR MAKING REPORTS OF VIOLATIONS
OF THE MIGRATORY BIRD LAW.

READ CAREFULLY:

Every case of violation of the Migratory Bird Law should be promptly reported when it appears that the evidence is sufficient to sustain a conviction.

In making out reports of violations on the other side of this sheet, it is important to write the full name of the offender clearly and legibly, giving his post office address, the date, time of day, and exact place of the violation, and describe the offense.

Do not say "Violating Migratory Bird Law", or "Shooting Ducks before sunrise", or "Out of season", but say "Violating Regulation" stating how many ducks or other birds were shot, the species, the exact time of day they were shot, and whether from a boat, blind or from the shore, whether motorboat, skiff, or sinkbox.

In addition to the name and address of each witness, give also occupation. Bear in mind that the U. S. Attorney must have definite facts and that a prosecution may fail because your report is not sufficiently accurate and explicit.

Nothing should be alleged that cannot be proven by reputable witnesses; two or more witnesses to swear positively and directly to the facts are desirable in each case, but if not available, one such witness is enough.

REPORT ON A VIOLATION OF THE
FEDERAL MIGRATORY BIRD LAW

Violator's name _____ P. O. _____

Occupation _____

Date of Violation _____

Place of Violation _____ State of _____

Character of violation, with number and species of birds involved, (describe
the violation) _____

Witnesses (Names and addresses, write legibly, spell correctly) _____

What each will testify to _____

Remarks: _____

Signature _____

Address _____

Date _____ 191__.

(Over)

FIELD REPORT FOR MONTH OF _____, 191

(This report MUST ACCOMPANY Expense Account for same period)

Name _____ Post Office _____

Title _____

STATEMENT OF EXPENDITURES

(To contain only expenses to be paid from Government funds and INCLUDED in accompanying Expense Account)

TRIPS MADE

Under "Transportation Requests" enter all items of transportation, including Pullman fares, secured on transportation requests.

Under "Cash Fares—Regular" enter separately all cash payments for railroad, steamer, stage, automobile, or livery transportation; lump in one item expenditures for checking baggage, fees to porters, street-car, jitney, and ferry fares incurred during month. The combined totals of the two columns under "Cash Fares" must agree with the amount shown on second page under "Cash Fares and Livery."

TABULATED STATEMENT OF EXPENDITURES

[illegible]

*Include waiter fees under this heading.

When expenses are incurred in connection with more than one project or appropriation the amounts properly chargeable to each project or appropriation should be shown separately and distributed under the several headings.

Remarks:

(This space is for explanation of the larger items of expense charged under "Miscellaneous Supplies")

(Regularly commissioned employees and employees paid on Forms 2 and 3 should not be entered here)

Remarks:

(Signature)

(Title)

Month _____

STATEMENT OF WORK PERFORMED DURING CURRENT MONTH

(Give summary outline of work accomplished. Annual or sick leave, or leave without pay, with inclusive dates, must be reported)

OUTLINE OF TRAVEL AND WORK FOR COMING MONTH

(Places to be visited, with approximate date, MUST be stated)